

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
REVISED COMMISSIONER'S DIRECTIVE NO. 2020-1  
CONCERNING THE SAFETY PRACTICES OF PERSONNEL  
DURING THE COVID-19 CRISIS  
September 13, 2021**

WHEREAS, on March 7, 2020, Mayor de Blasio issued Emergency Executive Order No. 98 and extended most recently by Emergency Executive Order No. 228, issued August 20, 2021, declaring a State of Emergency in the City of New York resulting from the outbreak of novel coronavirus disease 2019 ("COVID-19"); and

WHEREAS, the City's effort to mitigate the spread of COVID-19 is critical to the health and well-being of City employees and residents and other persons with whom they interact in the provision of services; and

WHEREAS, wearing a face covering that covers the person's mouth and nose in public settings, is a highly effective measure for reducing the spread of COVID-19; and

WHEREAS, the recent appearance in the City of the highly transmissible Delta variant of the Coronavirus has substantially increased the risk of infection for the City's residents and workforce; and

WHEREAS, Section 814 of the Charter empowers the Commissioner of Citywide Administrative Services to administer the city-wide safety incentive, training and development programs, and other such personnel programs of the City; and to administer personnel programs of a city-wide nature; and

WHEREAS, it is essential to the health and safety of City employees and the public that employees adhere to safe practices to the maximum extent and consistent with scientific understanding of the conditions under which the disease can spread.

NOW, THEREFORE, I take the following action:

Section 1. I hereby direct that, except as provided in section 3 of this Directive, every City employee able to medically tolerate a face covering must wear a face covering that covers the employee's mouth and nose at all times (except when eating or drinking) while in a shared indoor City workspace. A shared indoor City workspace is a communal or open office setting in which individuals cannot be separated by a closed door.

I further direct that a City employee conducting City business outside, who is able to medically tolerate a face covering, must wear a face covering at all times (except when eating and drinking) when interacting with members of the public.

The City will provide face coverings to employees.

§ 2. I strongly recommend that all City employees wear a face covering that fits snugly against the sides of the face and fully covers the nose and mouth without slipping, and (a) is made of two or more layers of tightly woven, breathable cloth material, or (b) consists of a cloth face covering worn over a disposable mask.

§ 3. Under no circumstances may an employee who has not provided proof of vaccination remove their face covering in the workplace (except when eating or drinking).

§ 4. Agency Human Resources personnel are authorized to notify designated supervisory personnel of the names of employees who have not submitted proof of vaccination. Such authorized supervisory personnel shall notify the agency Human Resources division when employees who have not submitted proof of vaccination have removed their masks in the workplace. Agency Human Resources and authorized supervisory personnel shall protect the privacy and security of such information in accordance with applicable law and City policy.

§ 5. I hereby direct that the failure or refusal of a City employee to comply with this directive shall constitute insubordination and may subject the employee to disciplinary penalties up to and including termination.

§ 6. This Revised Commissioner's Directive No. 2020-1 shall take effect September 13, 2021 and shall supersede Revised Directive No. 2020-1 issued on July 30, 2021.

Dated: September 1, 2021

Lisette Camilo  
Commissioner